

Bachelor Housing

Planning , Programming, Budgeting and Execution



Outline

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BH Doctrine

- **Budget preparation and execution are the manager's most important responsibilities**
- **Budget process provides tools to perform all other tasks**



BH Goals

- **Provide clean, comfortable, convenient quarters and courteous service at a cost effective price**
 - **To be the Lodging choice for government travelers**
 - **To provide quality services and facilities for our permanent party residents**



Budget Purpose

- **To identify, forecast, and justify requirements**
- **Submit to higher authority for funding**
- **Review adequacy of programmed funding**



Budget Purpose

- **To develop a long range plan**
 - **Services**
 - **Operations**
 - **Facilities**
- **Document requirements regardless of controls**



Budget Purpose

- **Justify and defend BH requirements**
- **Meet Bachelor Housing quality and quantity standards**
- **Promote constant awareness of the fiduciary standards and responsibilities**



Budget Preparation

- **The best preparation yields the best funding**
 - **Data collection**
 - **Operational analysis**
 - **Facility requirements**



Preparation

- **Past utilization of BH and anticipated changes**
- **Furnishings Inventory and Replacement Cost Evaluation**
- **Furniture Project List**
- **Linen Inventory**



Preparation

- **Historic costs for each category**
- **Anticipated Special Projects/MILCON**
 - **Furniture/equipment/personnel requirements**
- **Forecast billeting fund profit and loss**



Preparation

- **Annual Inspection Summary (AIS)**
- **Projects support (local)**
 - **Planning**
 - **Submission**



Required Documentation

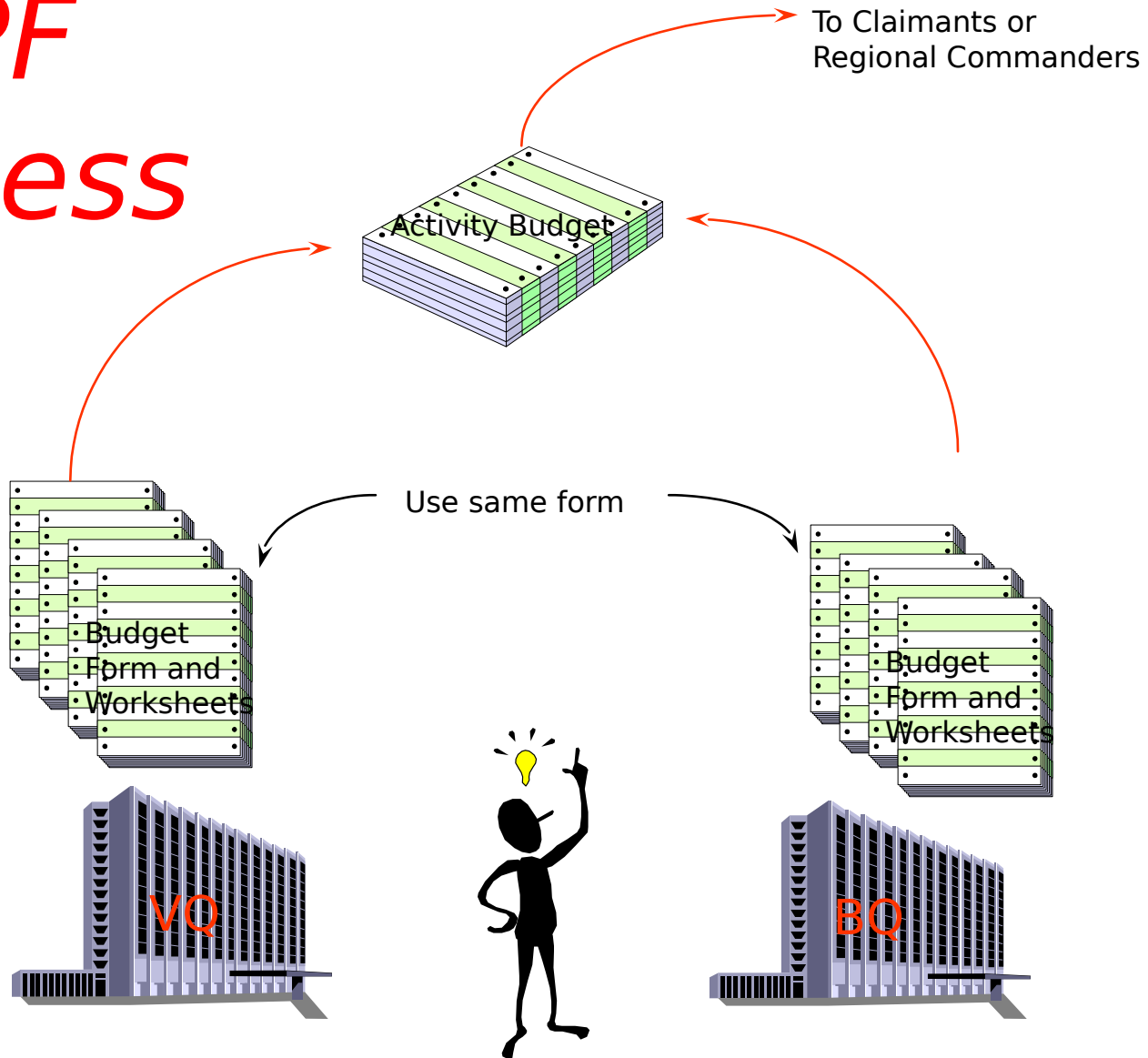
- **Narrative**
- **NAF/VH budget for the coming fiscal year**
- **APF/PPH&VH budget for Prior year, current year, budget year and five out-years**
- **Specifics requested by Major Claimant or Regional Commander**



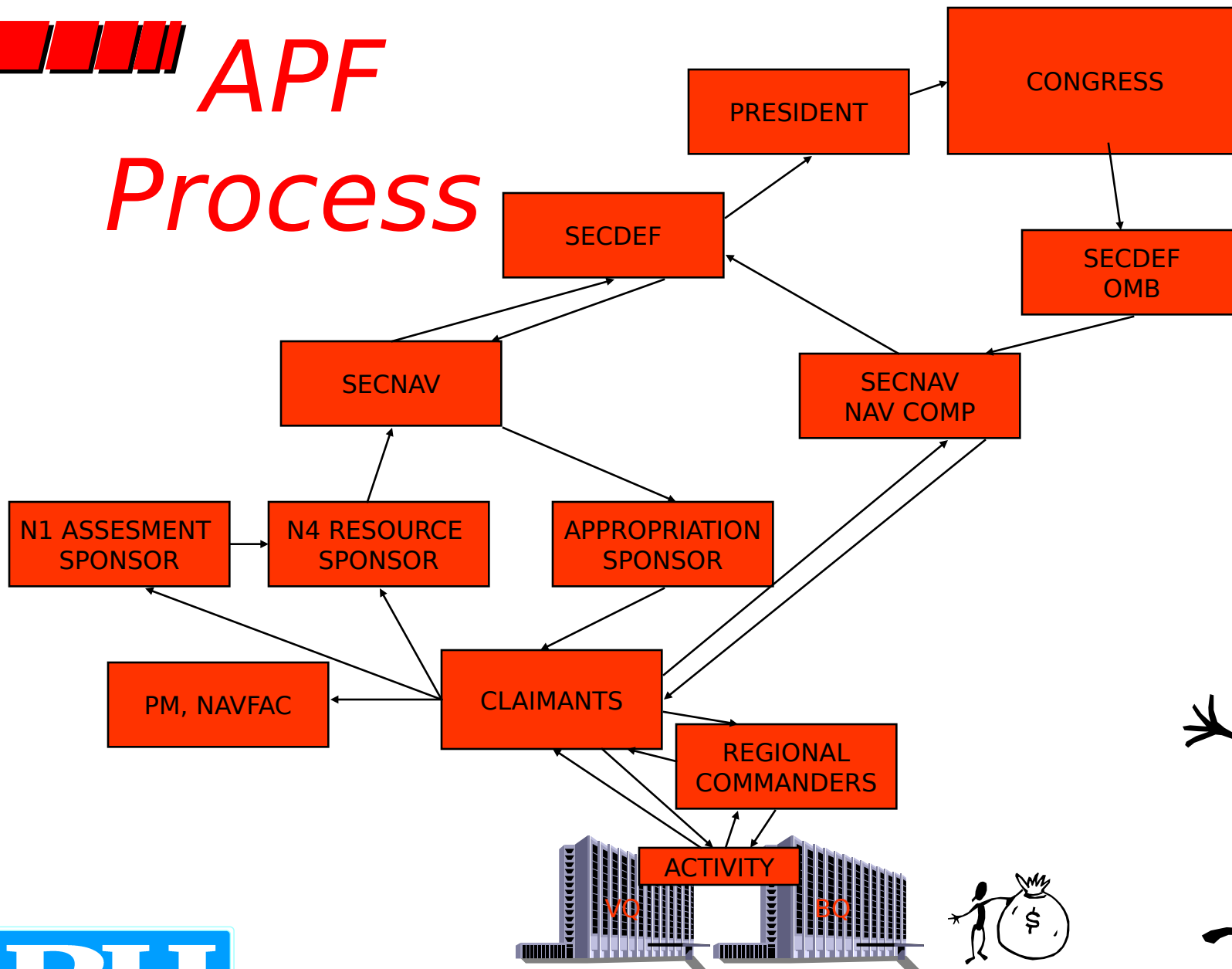
Resources/Data Users

- **Activity Managers**
- **Major Claimant**
- **Regional Commander**
- **BH Program Manager**
- **Resource Sponsor - CNO N4**
- **PBMSS**

APF Process



APF Process





APF Process

- **Within each Special Interest Item (SII)**
 - **Quarters Operations (QO)**
 - **Quarters Maintenance (QM)**



Quarters Operations

- **Furnishings, Fixtures & Equipment (FF&E)**
 - **Replacement cycle**
 - » **Furnishings - five to seven years**
 - » **Carpet, window treatment and bedding - three to four years**
 - **Maintenance and repair of FF&E**



Quarters Operations

- **Support**
 - **Supplies**
 - **Civilian Personnel (Civil Service)**
 - **Travel and Training**
 - **Leases**



Quarters Operations

- **Support - other**
 - **Contracts**
 - » **Equipment**
 - » **Manpower**
 - » **Services**

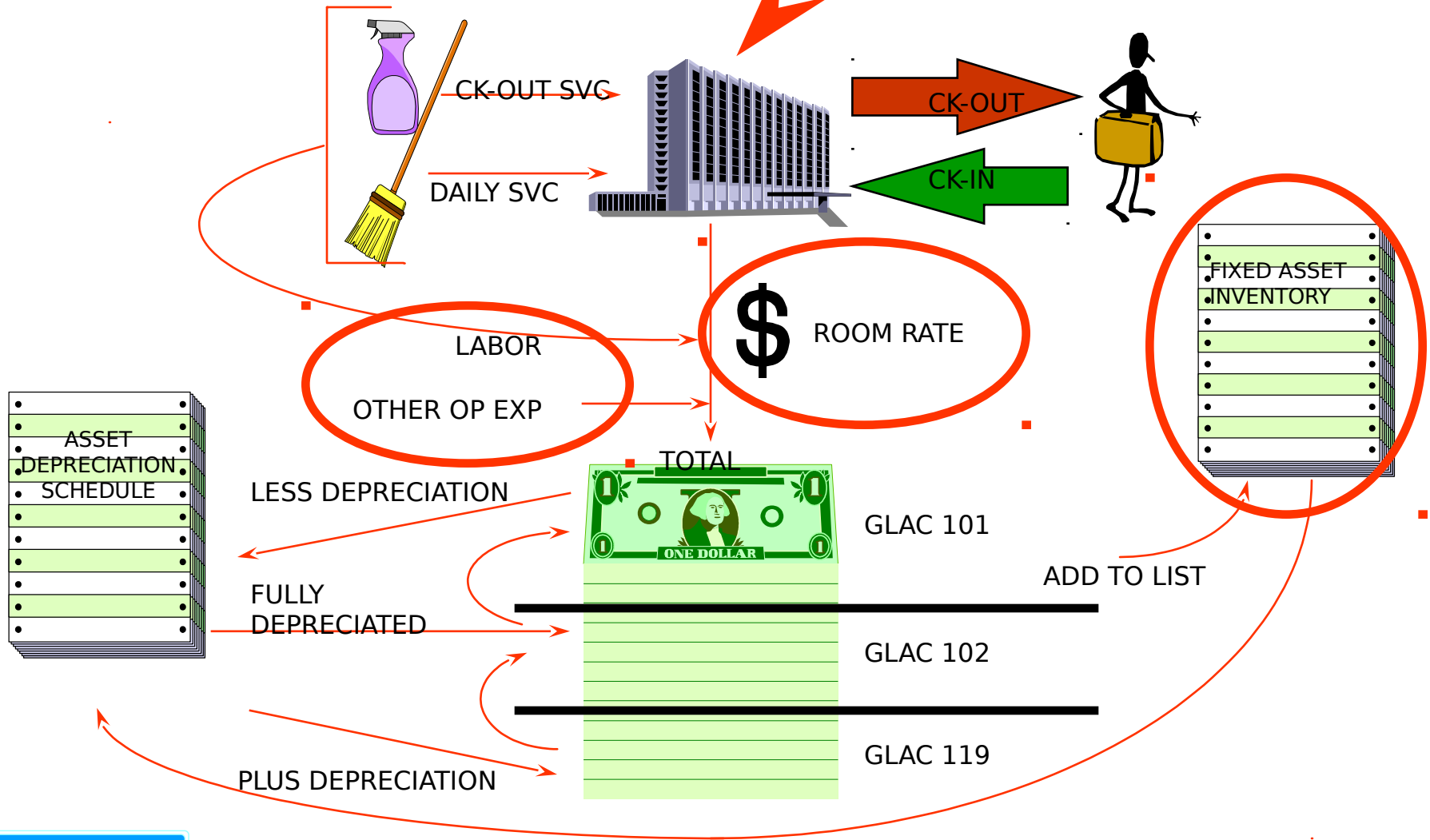


Quarters Maintenance

- **Recurring maintenance**
 - **Trouble calls**
 - **Planned minor maintenance**
- **Special Projects**
 - **Room renovations**
 - **Within CO Authority**
 - **Above CO Authority**

NAF Process

APF SUPPORT





VQ Facility Types

- **Type -I**
 - **APF and NAF funded**
 - » **Used by any traveler that receives NAF funded services**
- **Type - II**
 - **APF funded only**
 - » **Used by any traveler that does not receive NAF funded services**



Indirect Support

- **Included in Base Budget**
 - **Utilities:**
 - » **Electricity, gas, water**
 - **Fire fighting**
 - **Security**
 - **Grounds Maintenance**
 - **Communications**



Activity Key Personnel

- **Activity Managers**
- **CO/XO/CMC**
- **Department Head**
- **Comptroller**
- **Staff Civil /Public Works /Facilities**



Form Completion

- **Commands are required to submit annual BH budget**
- **Line items require research and forethought**
- **Prepare early**



The End...